ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT AND ACQUISITION)

Defense Acquisition Operating Workforce Improvement Act (DAWIA) Guide

Director of Acquisition Career Management
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Chapter 1 Introduction

1.1   Welcome

This DAWIA Operating Guide provides guidance for:

- Department of the Navy (DON) AT&L Workforce members assigned to designated AT&L positions.

- Individuals who would like to compete for AT&L positions.

- Supervisors.

- Administrators of AT&L Workforce career management programs such as recruitment, selection, career development, retention, or strategic planning.

1.2   References

- DOD Directive 5000.52, "Defense AT&L Workforce Education, Training, and Career Development Program" dated, January 12, 2005.

- DOD Instruction 5000.66, "Operation of the Defense AT&L Workforce Education, Training and Career Development Program" dated, December 21, 2005.

- "DOD – A Desk Guide for Acquisition, Technology, and Logistics Career Management" dated January 10, 2006.

1.3   DON Cancellations

- SECNAVINST 5300.36, "DON Acquisition Workforce Program" dated, 31 May 1995.

- "DON Interim Guidance for the AT&L Workforce Education, Training and Career Management Program" dated, October 11, 2005.

- DACM Memo, "AT&L Certification and Continuous Learning Program for Naval Reserve Officers" dated July 22, 2004.

- DACM Memo, "Guidance on Military Contingency Contracting Force Qualifications" dated, July 14, 2003.

- All other DON Acquisition Program guidance issued under the authority of SECNAVINST 5300.36 dated, 31 May 1995.

1.4   Key Terms Used in This Guide

- AT&L; Acquisition, Technology, and Logistics; and Acquisition are used interchangeably to describe the workforce covered by this guide.

- "DOD Components" refers to the Military Departments (Army, Navy, Marine Corps, Air Force) and other Defense Agencies and organizations.

- AT&L Workforce includes civilian and military personnel assigned to designated AT&L positions.

- See Appendix A Glossary of Terms, for additional terms used in this Operating Guide.

- See Appendix B Acronyms.

1.5   Implementation

- DON organizations with AT&L Workforce members must implement this Operating Guide within 90 days of publication.

- This Operating Guide is published under the authority of DOD Instruction 5000.66 and supplemental DOD Desk Guide. It is located on the DON Director, Acquisition Career Management (DACM) website at http://dacm.secnav.navy.mil/.

Chapter 2 Background

2.1   Defense Acquisition Workforce Improvement Act (DAWIA) History

The AT&L Workforce Education, Training, and Career Development Program implements DAWIA (as codified in USC 10, Chapter 87). The program enhances the professional knowledge and capabilities of DOD personnel involved in development, acquisition, and sustainment of warfighting capabilities, systems, and services. It supports the DOD Components by uniformly establishing the structure, policies, and procedures to enable the AT&L Workforce to achieve and maintain competencies required to serve successfully in AT&L positions.

The AT&L Workforce Education, Training, and Career Development Program operates under a philosophy of centralized DOD policies and guidance, and decentralized execution by the DOD Components. A summary of DAWIA history follows.

2.2   Legislative History

- November 1990: Congress enacts the Defense Acquisition Workforce Improvement Act (DAWIA, Title 10,USC, Chapter 87).

- October 2000: Fiscal Year (FY) 01 National Defense Authorization Act (NDAA) amends DAWIA, revising the education requirements for 1102s and Contracting Officers with warrants above the simplified acquisition threshold to require a baccalaureate degree and 24 semester hours in specified disciplines.

- December 2000: FY02 NDAA amends DAWIA, expands the 1102 education requirements to members of the armed forces in equivalent occupational specialties and provides for limited expectations to include exceptions for the contingency contracting force and for individuals in developmental positions. The law establishes alternative minimum education requirements for the contingency contracting force and provides authority to establish developmental programs.

- October November 2003: FY04 NDAA amends DAWIA, providing a number of flexibilities to enable DOD to more effectively develop and manage the AT&L Workforce.

- October 2004: FY05 NDAA amends DAWIA, changing Acquisition Corps membership requirements and providing flexibility in the designation of Critical Acquisition Positions (CAPs).

Chapter 3 Program Focal Points

3.1   Section Overview

This section provides DON DAWIA AT&L Workforce Career Management focal points. Please direct questions regarding DON policy, operations, and AT&L career management to them.

3.2   Organizational Focal Points

Organizations with AT&L Workforce members designate focal points for DAWIA program execution. Contact information for Echelon I and II command focal points may be found here. Workforce members should seek the assistance within their organization before contacting other sources.

3.3   DACM Help Desk

The DACM Help Desk can provide assistance with Register-Now system issues and support AT&L Workforce members on matters that cannot be resolved by command focal points. Contact information for the help desk can be found at http://acquisition.navy.mil/navyaos/acquisition_career_management/dacm_staff/register_ now_support_specialist.

Chapter 4 Responsibilities and Authorities

4.1   DOD AT&L Workforce Senior Steering Board (SSB)

The SSB is chaired by the USD(AT&L) to oversee execution of the AT&L Workforce
Education, Training, and Career Development Program. The SSB ensures uniform
execution across DOD. Membership includes:

- Component Acquisition Executives (CAEs) of the Military Departments.

- Representatives designated by the CAEs outside the Military Departments.

- Functional Advisors (FAs).

- President, DAU (serving as Executive Secretary).

- Others as the USD(AT&L) considers appropriate, such as:

- Deputy Under Secretary of Defense for Civilian Personnel Policy.

- Deputy Under Secretary of Defense for Military Personnel Policy.

- Defense Acquisition Board Advisors not otherwise represented.

- Comptroller.

4.2   DOD AT&L Workforce Management Group (WMG)

The WMG, chaired by the President of DAU, guides and supports program initiatives and
policies and develops performance measures. In addition, the WMG provides advice and
recommendations to the SSB. Membership includes DACM, FA representatives, and
DAU representatives.

4.3   DOD Functiona1 Advisors (FAs)

USD(AT&L) appoints FAs to serve as senior subject-matter experts for their areas. FAs
establish position category descriptions and education, training, and experience
requirements, career field competency standards, certification standards, and course
content requirements

4.4   DOD Functional Integrated Product Team (FIPT)

The FA charters a FIPT to provide advice and appoints a representative to serve as the
chair. FIPT membership includes Component, DAU, and other representatives as
needed.

4.5 Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RDA))

ASN(RDA), as the Service Acquisition Executive (SAE) or Component Acquisition Executive (CAE), is responsible for the DON's AT&L Workforce Education, Training, and Career Development Program. The ASN(RDA) retains the authority to:

- Designate KLPs and Other ASN(RDA) Special Interest Critical Acquisition Positions (CAPs);
- Approve KLP assignments;
- Set KLP tenure requirements; and
- Grant KLP and Other ASN(RDA) Special Interest Critical Acquisition Position (CAP) waivers.

4.6 Deputy Assistant Secretary of the Navy (Manpower and Budget) (DASN(M&B))

The DASN(M&B) provides broad executive oversight for the program ensuring that it meets the overarching needs of the Navy/Marine Corps team, and serves as the senior DON representative on all AT&L Workforce matters.

4.7 DON Director, Acquisition Career Management (DACM)

The DON DACM develops policy and carries out the program for the ASN(RDA) and DASN(M&B). The DACM:

- Manages for all training matters associated with DAWIA implementation including DAU training and the Continuous Learning Program;
- Oversees the Naval Acquisition Intern Program;
- Manages the AT&L Workforce Tuition Assistance Program (AWTAP);
- Establishes programs to provide career development opportunities to the AT&L Workforce;
- Establishes and maintains the DACM Management Information System to support workforce management, performance measures, and reporting;
- Establishes DON AT&L Workforce Functional Boards to advise the DACM on AT&L community management issues;
- Grants career field certification to Flags, General Officers, and Senior Executive Service (SES) members;
- Grants Acquisition Corps membership to Flags, General Officers, and SES members;

- Grants position waivers for Flag, General Officer, and SES for assignment to caps (non-klps); and

- Grants position waivers for Senior Contracting Officials (SCOs).

4.8 DON Functional Boards (FBs)

The DON FBs are sponsored and chartered by the DACM. Membership is comprised of functional experts from major acquisition organizations. FBs

- Represent the DON on DOD Functional Advisor Integrated Process Teams;

- Ensure that DAWIA certification training, education and experience standards meet the needs of the DON AT&L Workforce;

- Advise the DACM on matters that affect their individual career fields;

- Establish and maintain career development paths; and

- Identify career development needs for the assigned AT&L community.

4.9 Heads of Echelon I and II Organizations

Heads of Echelon I and II organizations with AT&L Workforce members must implement a management structure to oversee and execute the DAWIA program.

- Heads of Echelon I and II shall:

  o Designate an organization to integrate DAWIA program activities and ensure consistent program execution; and

  o Identify DAWIA representative(s) within headquarters and field activities to oversee day-to-day program operations.

- Heads of Echelon I and II organizations have delegated authorities, and unless otherwise specified, may redelegate authority to:

  o Designate military and civilian AT&L positions;

  o Identify officer and civilian designated positions within appropriate personnel data systems (for enlisted billets, provide billet/incumbent information to the DACM);

  o Certify AT&L Workforce members except for Flags, General Officers, and SES;

  o Grant Acquisition Corps membership to civilians, except for SES;

  o Grant Acquisition Corps membership to Marine Corps military (excluding General Officers); and

  o Execute and manage position and tenure waivers.

4.10   DON Senior Contracting Officials (SCOs)

DON SCOs are responsible for all contracting matters within the organization and its field activities. DON SCOs are delegated authorities which may not be redelegated. DON SCOs have the authority to:

- Grant GS-1102 waivers for assignment to GS-1102 positions; and

- Grant waivers for warrants above the simplified acquisition threshold (SAT) that are issued under their authority.

4.11   The Naval Contracting Career Management Board (NCCM) Chair

The NCCM Chair serves as the DON Functional Board Chair for the AT&L Contracting Career Field and has the authority to grant waivers for non-CAP GS-1102s and for warrants above the SAT for commands that do not have SCOs. This authority may not be redelegated.

4.12   Naval Officer Acquisition Corps Selection Board

The Naval Officer Acquisition Corps Selection Board is a Navy military administrative board made up of Acquisition Corps members. The Board generally meets twice a year and is delegated the authority to:

- Select fully qualified Navy officers, excluding Flag Officers, for membership in the Acquisition Corps;

- Select Navy URL officers, excluding Flag Officers, as Acquisition Corps Eligible officers.

4.13   Navy Personnel Command, Professional Acquisition Workforce Management Branch (PER-447)

As the focal point for Navy officer acquisition career management issues, PERS 447

- Provides acquisition career counseling;

- Oversees naval officer acquisition corps selection board matters;

- Ensures statutory and regulatory acquisition requirements are met; and

- Processes waivers.

4.14   Deputy Assistant Secretary of the Navy (Acquisition Management) (DASN(AM))

The DASN(AM) is delegated the authority to designate the Navy Contingency Contracting Force.

4.15   Commandant of the Marine Corps (CMC)

The CMC, or representative, is delegated the authority to designate the Marine Corps Contingency Contracting Force.

Chapter 5 AT&L Position Designation

5.1   Overview

The designation and coding of AT&L positions form the framework for the Defense AT&L Workforce Education, Training and Career Development Program. Proper identification of AT&L positions in the proper manpower and personnel systems ensures incumbents get the education, training and experience needed for acquisition certification and Acquisition Corps membership and remain competitive for selection to positions of increased responsibility.

5.2   AT&L Position Locations

- Typically, AT&L Positions are military (active & reserve) and civilian positions that are located within organizations
  - That have a major acquisition mission such as Systems Commands and Acquisition Program Offices; and
  - Where the primary duties of the position involve acquisition functions.
- The DoD also requires that the following positions be designated as AT&L positions regardless of their location:
  - Civilian 1102 series positions and comparable military positions;
  - Contracting Officer positions (i.e., positions that require the incumbent to hold a warrant above the Simplified Acquisition Threshold);
  - 1103 series positions and comparable military; and
  - 1105 series positions (and comparable military).
- AT&L positions may be found in management headquarters, management support organizations and other organizations that are tied directly to acquisition and life cycle management processes.
- AT&L positions not meeting one of the above criteria are an exception and are normally found in organizations providing joint services.
- Regardless of location, the following positions may not be designated as acquisition positions:
  - Wage Grade positions;
  - Clerical positions, including civilian 1106 series and comparable military;
  - Military below the grade of E-6 if designated in a career field other Contracting;
  - Military below the grade of E-4 if designated in Contracting;

- o Budget & Engineering Technician positions (GS-0561, 0802, 0817, 0856, 0895);

- o Foreign National positions.

- o Executive Level positions (presidential appointees—not to be confused with the Senior Executive Service (SES) positions, which are included).

- o Non-managerial positions that are primarily involved in basic research and applied research/exploratory development programs (e.g., bench scientists at the DON labs).

5.3   Authority to Designate

Positions are designated locally in accordance with the guidance contained in this chapter.

5.4   Steps in Designating Acquisition Positions

The following 7-step process should be used to designate AT&L positions:

Step 1 - Determine if the Position Falls within the Acquisition Definition

Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DOD needs, intended for use in or in support of military missions.

- If the duties and responsibilities of the position substantially fall within the acquisition definition, move on to Step 2.

- If it does not, the position is not considered acquisition and should not be designated as an AT&L position.

Step 2 - Assess Duties

- As a general rule, at least 50% of the duties and responsibilities associated with the position must clearly map to one of the AT&L position categories used within the DON. See Appendix C, AT&L Position Categories.

- Descriptions of each of these, Position Category Descriptions (PCDs), can be found on the DAU catalog at: http://www.dau.mil/workforce/pcds.asp.

Step 3 - Determine the AT&L Position Category

- Only one position category code may be assigned to a position.

- Once the duties have been assessed, select the position category (also called an acquisition career field) that best fits the preponderance of acquisition-related duties.

- Special guidance for selected position categories:

- o Civilian 1102 series (and comparable military) positions must be designated in the Contracting Position Category.

- o Positions that require a warrant above the simplified acquisition threshold must be designated in the Contracting Position Category.

- o Senior Contracting Official positions must be designated in the Contracting Position Category.

- o Civilian 1103 series (and comparable military) positions must be designated. Typically, these positions are coded in the Industrial/Contract Property Management Position Category.

- o Civilian 1105 series (and comparable military) positions must be designated in the Purchasing Position Category.

- o Acquisition positions given the specific duties or titles of Program Manager (PM), Deputy PM (DPM), and Program Executive Officer (PEO) must be designated in the Program Management Position Category.

- o Business, Cost Estimating, and Financial Management positions may only be designated in acquisition program offices or organizations that are matrixed to acquisition program offices.

- o Information Technology positions may only be designated in acquisition program offices or organizations that are matrixed to acquisition program offices.

Step 4 - Determine AT&L Career Field Certification Requirement

- The AT&L Position Category and the AT&L Career Field are the same.

- Assign certification level based on DON certification guidelines in Chapter 6 Certification and Appendix E Required Certification Levels for DON AT&L Positions.

- National Security Personnel System (NSPS) Certification Levels: At the time of conversion to NSPS, the incumbent of an AT&L position will retain the same certification level requirement as the one identified with their previous pay system. NSPS certification levels are under development.

Step 5- Determine if the AT&L Position is a CAP

CAPs are addressed in Chapter 7 Critical Acquisition Positions (CAPs)

Step 6 - Determine if the CAP is a Key Leadership Position (KLP)

KLPs are addressed in Chapter 8 Key Leadership Positions

Step 7 - Determine if the position has Special Statutory Requirements

Statutory Requirements are addressed in Chapter 9 AT&L Position Requirements.

Step 8 - Document the Position in the Appropriate Data System

- A position is not officially designated as an AT&L position until it is coded as such in the appropriate data system.

- The civilian or military human resources/personnel offices, using information provided by officials authorized to designate AT&L positions, typically code position data into data systems:

  - Civilian: Defense Civilian Personnel Data System (DCPDS).

  - Navy Officer (active duty and reserve): Total Force Manpower Management System (TFMMS).

  - Marine Corps: Acquisition Workforce System of Management (AWSOM) & Training and Information Management System (TIMS).

  - Navy enlisted: DACM Management Information System (DACM MIS) -- email the following information to the DACM Desk for enlisted billets: (link to the DACM Desk web site)

    - Organization
    - Location
    - UIC (Unit Identification Code)
    - Billet Sequence Code
    - Position Category and Level
    - Incumbent's name, grade level, date assigned to the billet

5.5   Periodic Review of Positions

- AT&L position designation should be reviewed prior to recruitment, during reorganizations, and when the duties and responsibilities of the position change.

- Systems Commanders and other Echelon 1 and 2 organizations must review military and civilian positions annually beginning 1 June 2006 to ensure that the AT&L positions are properly and consistently designated and coded.

- No later than 30 September 2006 and every other year thereafter, a report on findings and actions taken to correct errors will be provided to the DACM.

Chapter 6 Certification

6.1   Overview

All AT&L positions are assigned to a position category or career field and have a certification requirement. In general, the certification requirement is based on the incumbent's grade or rank. This Chapter provides guidance on certification requirements and the process for obtaining certification.

6.2   Certification Standards

DOD publishes the certification standards annually in the DAU catalog at http://www.dau.mil/catalog/Appendix_B.pdf. The standards identify education, training and experience requirements for three certification levels.

6.3   Certification Levels

- Level I (Basic or Entry Level).
- Level II (Intermediate Level).
- Level III (Advanced Level).

6.4   Education

- Some career fields have a degree requirement (for example: Contracting, Test and Evaluation, Engineering);
- Some career fields require 24 semester hours in business-related disciplines;
- Chapter 15 Education provides guidance on meeting education requirements.

6.5   Training

- All career fields have mandatory DAU training requirements.
- Credit for completing a DAU course can be obtained by:
  - o Completing the DAU course (classroom or web-based distance learning);
  - o Completing a DAU-approved equivalent course (http://www.dau.mil/catalog/Appendix_C.pdf); and/or
  - o Fulfilling a DAU course (http://www.dau.mil/workforce/pdf/Fullfillment Competency_Guide_April_1999.pdf).
- DAU course pre-requisites must be met.
- Register for DAU training using Register-Now at https://www.atrrs.army.mil/channels/registernow/default.asp?page=main.asp.

- Chapter 16 Training provides guidance on meeting training requirements.

6.6   Experience

- All career fields have mandatory experience requirements.

- In general, experience supporting certification should have been gained within the past eight years.

- Experience gained while working in designated AT&L positions counts.

- Experience gained in non-AT&L designated positions may count if applicants can document that they performed comparable acquisition functions in the required acquisition specialty (see paragraph 6.9 below).

- Chapter 17 Experienceprovides additional guidance on meeting experience requirements.

6.7   Certification Requirement (Primary Career Field)

- AT&L Workforce members must be certified at the career field level required by their positions (this is their "primary" career field for certification purposes).

- Appendix E Required Certification Levels for DON AT&L Positions identifies certification level requirements.

- National Security Personnel System (NSPS) Certification Levels: At the time of conversion to NSPS, the incumbent of an AT&L position will retain the same certification level requirement as the one identified with their previous pay system (Appendix E). NSPS certification levels are under development.

- Timeframes

    o Active duty military and civilians must meet the education, training, experience certification requirements of their AT&L positions and become certified to the level required by their position within 24 months of assignment.

    o Reservists must meet the education and experience requirements of their AT&L position prior to assignment. They must meet the training requirements and become certified to the level required by their position within 24 months of assignment.

- Changes to certification standards do not start a new 24-month period.

- Changes to position's certification requirement—that is, a change to the position category (also called a career field) or level—will start a new 24-month period.

- All AT&L Workforce members must have an Individual Development Plan (IDP) that, as a minimum, identifies the event(s) to be accomplished along with a timeline to earn certification. See Chapter 20 Individual Development Plans and Performance Appraisals for IDPs.

- Individuals assigned to Level II or Level III positions do not have to meet the certification standards for lower level positions; however, employees and military members should complete all lower level training and must complete course prerequisites.

- To claim experience in a non-AT&L designated position, the applicant must obtain approval of that experience prior to applying for certification. See Chapter 17 Experiencefor guidance on experience gained in non-AT&L designated positions.

6.8 Subsidiary Career Field Certification

- Certification in a career field other than the primary AT&L career field is called a subsidiary career field.

- AT&L Workforce members are encouraged to build cross-functional competencies. Cross-functional competencies should build upon competencies in the primary career field and relate to the workforce member's assignment;

- "Collecting" certifications for the sole purpose of achieving certifications is discouraged.

- Subsidiary certification begins at Level I regardless of the individual's grade level or rank.

- To claim experience in a career field outside of the applicant's primary career field, the applicant must (1) have been previously assigned to a designated DON AT&L position in that subsidiary career field, or (2) obtain approval of that experience prior to applying for the subsidiary certification. See Chapter 17 Experience for guidance on experience gained in non-AT&L designated positions.

- In general, meet primary certification requirements before pursuing subsidiary certifications.

- There are no timeframes associated with subsidiary career field certifications.

6.9 Reciprocity

AT&L Career Field Certification is reciprocal among the DOD Components. This means that Department of the. Navy certifications are recognized by other Defense Components.

6.10 Certification Application Procedures

- AT&L Workforce members (i.e., individuals assigned to designated AT&L positions) apply for certification on line using Register-Now at https://www.atrrs.army.mil/channels/apc/student/logon.asp?targetpage=/channels/apc/Default.asp?.

- Active Duty Navy and Marine Corps officers who are not currently assigned to designated AT&L positions may apply in writing using the certification checklist in the DAU Catalog, Appendix B at http://www.dau.mil/catalog/Appendix_B.pdf. Applications should address all mandatory education, training, and experience requirements for the career field level.

  o Navy officers apply to PERS 447.

  o Marine Corps officers apply to the Commanding General, Marine Corps Systems Command.

  o Specific application guidelines are provided on the DACM website.

  o If the experience claimed for certification purposes was in non-AT&L designated positions, the applicant must obtain approval of that experience before applying for certification. Chapter 17 Experience provides guidance..

6.11 Waivers

An individual cannot be certified through a waiver. However, if the individual is not certified at the end of the 24-month period, a waiver may be granted to allow that individual to remain in the position for a specific period of time without being certified. Waivers are addressed in Chapter 12 Waivers and Appendix I Position & Tenure Waivers.

Chapter 7 Critical Acquisition Positions (CAPs)

7.1   Overview

CAPs are senior AT&L positions carrying significant responsibility, primarily involving supervisory or management duties, in the acquisition system. In addition, a new subset of CAPs—called Key Leadership Positions (KLPs)—has been established. This new subset identifies positions that require special ASN(RDA) and USD(AT&L) attention with regard to qualifications, accountability, and tenure. The following provides guidance on CAPs that are not KLPs. Chapter 8 Key Leadership Positions provides KLP guidance.

7.2   CAP Designation

The following must be designated as CAPs:

- All active duty military billets that must be filled by officers in the rank of Commander or Lieutenant Colonel or above;

- Program Executive Officers (PEOs) and Deputy PEOs;

- ACAT I Program Managers (PMs) and Deputy Program Managers (DPMs);

- ACAT II PMs and DPMs;

- PMs and DPMs where the PM is a direct report to a PEO;

- Senior Contracting Officials;

- Senior Executive Service positions; and

- Senior acquisition functional lead (e.g., senior Logistician, senior T&E, senior FE, senior BCEFM, etc.).

Other positions may be designated as CAPs, on an individual case-by-case basis, as requested by the organization and approved by the DACM. They must be positions of leadership with direct responsibility for and direct influence on the success of an acquisition program, effort, or function.

7.3   CAP Requirements

- Acquisition Corps Membership. Acquisition Corps requirements and eligibility criteria are described in Chapter 11 Defense Acquisition Corps and Appendix H Acquisition Corps Eligibility Criteria.

- Upon selection to a CAP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver.

- Special Statutory Requirements. Some CAPs have Special Statutory Requirements (see Appendix F Special Statutory Requirements for AT&L Positions) and individuals must meet all criteria that apply, or obtain a position waiver, upon assignment with the following exception: Acquisition

> Corps members may be assigned to the CAP for up to 6 months without a waiver.

- Certification. Level III certification in the career field associated with the CAP within 24 months of assignment (see Chapter 6 Certification).

- Tenure Obligation

  o Civilians and Marine Corps Officers: Persons selected for CAPs must sign an agreement to remain in the CAP for a minimum of three years. The assigning organization is responsible for ensuring the agreement is executed and maintaining the agreement. DD Form 2888, Critical Acquisition Position Service Agreement is used to document the tenure agreement.

  o Navy Officers: The orders to a CAP include the 3-year tenure requirement.

7.4   CAP Assignments

See Chapter 13 Assignments to AT&L Positions Other than KLPs.

7.5   CAP (non-KLP) Rotation

Rotation upon completion of the tenure obligation is encouraged, but not required.

7.6   CAP (non-KLP) Position and Tenure Waivers

- A DD2905, Acquisition, Technology, And Logistics Workforce Position Requirements or Tenure Waiver (http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2905.pdf) is required when:

  o An individual does meet CAP requirements; or

  o Does not complete the three-year tenure requirement, except in the case of an "acceptable deviation."

- A tenure waiver is not required in the following situations called "acceptable deviations:"

  o Promotion;

  o Reassignment to/from a command/command equivalent position;

  o Separation;

  o Retirement;

  o Removal for cause;

  o Reduction-in-force;

  o Mobilization;

- o Assignment to military theater/zone of operation;

- o Elimination of position; or

- o Reassignment due to program cancellation, merger, or organizational realignment.

Chapter 8 Key Leadership Positions

8.1   Overview

Key Leadership Positions (KLPs) are a subset of Critical Acquisition Positions (CAPs). KLPs include positions that require special ASN(RDA) and USD(AT&L) attention with regard to qualifications, accountability, and tenure. This chapter provides guidance for designating DON KLPs and identifies KLP Special Statutory Requirements.

8.2   KLP Designation

- KLPs are designated by the ASN(RDA) and approved by the USD(AT&L).

- The following positions are designated as KLPs:

  o Program Executive Officers (PEOs);

  o Direct Reporting Program Managers (DRPMs) and Deputy Direct Reporting Program Managers (DDRPMs);

  o Program Managers (PMs), and the Deputy Program Manager (DPM) for Major Defense Acquisition (ACAT I) Programs and Major Acquisition Information Systems (MAIS) where the PM reports directly to a PEO; and

  o PMs of Significant Non-Major (ACAT II) Programs, including MAIS where the PM reports directly to a PEO.

8.3   General KLP Guidance

- All KLPs will be designated in the Program Management (PM) position category and require Level III certification.

- If the position is not presently designated in the PM position category, the PM designation is required upon the departure of the current incumbent.

- The DACM manages the KLP designation process for the ASN(RDA).

- The DACM will submit, via ASN(RDA), DON KLPs to the USD (AT&L) annually.

8.4   KLP Requirements

- Acquisition Corps Membership. Acquisition Corps requirements and eligibility criteria are described in Chapter 11 Defense Acquisition Corps. Upon selection to a KLP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver.

- Special Statutory Requirements. All KLP have Special Statutory Requirements (see Appendix F Special Statutory Requirements for AT&L Positions) and individuals must meet all criteria that apply, or obtain a

position waiver, upon assignment with the following exception: Acquisition Corps members may be assigned to the KLP for up to 6 months without a waiver.

- Certification. PM Level III certification within 24 months of assignment (see Chapter 6 Certification).

- Tenure Obligation. Persons assigned to KLPs are required to remain in the position for a tenure period established by the ASN(RDA) and must execute a tenure agreement, called a CAP Service Agreement—KLP.

- Generally, the tenure period for ACAT I PMs and DPMs is through the completion of the first major milestone closest to four years – or four years if all major milestones have been met. For other KLPs, the normal tenure requirement is a minimum of three years.

- The tenure requirement will be identified as part of the assignment approval process (see Chapter 14 Assignments to KLPs and ASN(RDA) Special Interest CAPs).

- The assigning organization is responsible for ensuring the agreement is executed and maintaining the agreement. A DD2889, Critical Acquisition Position Service Agreement Key Leadership Position (KLP) , which can be found at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2889.pdf, is used to document the KLP tenure agreement. .

8.5   KLP Selection and Assignment Procedures

See Chapter 14 Assignments to KLPs and ASN(RDA) Special Interest CAPs.

8.6   KLP Rotation

Rotation upon completion of the tenure obligation is required.

8.7   Waivers

- A DD2905, Acquisition, Technology, And Logistics Workforce Position Requirements or Tenure Waiver, which can be found at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2905.pdf, is required when an individual does meet KLP requirements or complete the KLP tenure requirement.

- Unlike CAPs that are not KLPs, there are no acceptable deviations which do not require waivers.

Chapter 9 AT&L Position Requirements

9.1   Overview

All AT&L positions have associated position requirements.

9.2   Statutory Position Requirements

See Appendix F Special Statutory Requirements for AT&L Positions.

Chapter 10 provides statutory requirements for individuals assigned to Contracting positions and the Contingency Contracting Force.

9.3   General Position Requirements

See Appendix G AT&L Position Requirements.

Chapter 10 Contracting Positions

10.1. Overview

This chapter provides guidance on requirements for individuals in Contracting positions and the Contingency Contracting Force.

10.2. Contracting Position Requirements

The following positions have Special Statutory Requirements that must be met or waived upon assignment to the position:

- Civilian 1102 series and similar military positions

- Contracting Officer positions that award or administer contracts above the Simplified Acquisition Threshold

- Contracting Special Statutory Requirements and exceptions to those requirements are addressed in the Defense Federal Acquisition Regulation, Subpart 201.603, Selection, Appointment, and Termination of Appointment.at http://www.acq.osd.mil/dpap/dars/dfars/html/current/201_6.htm#201.603 and in this Operating Guide at Appendix F Special Statutory Requirements for AT&L Positions.

10.3 Contingency Contracting Force (CCF)

The CCF consists of Navy and Marine Corps military personnel whose mission is to deploy for contingency operations and other operations to provide contracting support.

10.4 Navy CCF Identification.

- NAVSUP 09R will nominate candidate billets to DASN (Acquisition Management) for approval.

- Once approved by the DASN (Acquisition Management), NAVSUP09R will ensure positions are coded as AT&L positions in the Contracting Position Category.

10.5 Marine Corps CCF Identification

- The Commandant of the Marine Corps (or designated authority) will nominate candidate billets to DASN (Acquisition Management) for approval.

- Once approved by DASN (Acquisition Management), the Commandant of the Marine Corps (or designated authority) will ensure positions are coded as AT&L positions in the Contracting Position Category.

10.6 CCF Requirements

- Members of the CCF must become Level I certified within 24 months of assignment or prior to deployment whichever comes first.

- CCF members must complete one of the following:

  - 24 semester hours of business 24 semester credit hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or

  - DANTES.

- Complete following assignment specific training:

  - DON-sponsored Purchase Card Training;

  - CON 234, Contingency Contracting; and

  - CON 237 Simplified Acquisition Procedures.

- CCF members deploying with a contracting officer's warrant above the simplified acquisition threshold must meet the qualification requirements identified for Contracting Officers with the exception of the college degree.

Chapter 11 Defense Acquisition Corps

11.1 Overview

The purpose of the Acquisition Corps is to create a pool of highly qualified AT&L personnel to fill Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs).

- Acquisition Corps Membership, or a position waiver, is required for assignment to CAPs and KLPs.

- DODD 5000.52 consolidated the separate DOD component acquisition corps into a single Defense Acquisition Corps.

- As a result of the consolidation, the name of the DON Acquisition Professional Community (APC) changed to Acquisition Corps.

- All APC members, including those who were waived into the APC, are automatically members of the single Acquisition Corps.

- New entrants must meet current Acquisition Corps requirements to become members.

11.2 Acquisition Corps Eligibility Criteria

- See Appendix H Acquisition Corps Eligibility Criteria which describes required education, training, and experience.

- Chapter 15 Education provides guidance for meeting education requirements.

- Chapter 16 Training provides guidance for meeting training requirements.

- Chapter 17 Experience provides guidance for meeting experience requirements.

11.3 Acquisition Corps Application Process for AT&L Workforce Members

- Flag, General Officers, and SES: Mail or email applications to the Director, Acquisition Career Management (DACM). Applications must address all Acquisition Corps education, training, and experience requirements identified in Appendix H Acquisition Corps Eligibility Criteria.

- Civilians and Marine Corps Military (except for SES and General Officers) in AT&L positions: Apply online using Register-Now at https://www.atrrs.army.mil/channels/apc/student/logon.asp?targetpage=/channels/apc/Default.asp?.

- Active duty Navy military (except for Flag Officers): An administrative board screens and selects Acquisition Corps members and Acquisition Corps Eligible officers. (An ALNAVMSG announces).

11.4   Acquisition Corps Application Process for Non-AT&L Workforce Members

- The following process is used for persons who are not in the AT&L Workforce but have been tentatively selected for CAPs and meet the Acquisition Corps membership requirements. This process is also used by URL officers who have previously been screened as Acquisition Corps Eligible (see paragraph 11.5 below).

- Apply in writing and address the Acquisition Corps eligibility requirements identified in Appendix H Acquisition Corps Eligibility Criteria. Submit completed application to the selecting official.

- Selecting official forwards the application to the designated Acquisition Corps approval authority via appropriate chain of command.

- Once the employee enters on duty, scan and forward the approved application via email to the Register-Now help desk at mailto:dawiacert.help@navy.mil

11.5   Acquisition Corps Eligible Screen for Navy Unrestricted Line (URL) Officers

- The screen for designation as an Acquisition Corps Eligible is used to identify outstanding URL officers who do not currently meet all Acquisition Corps requirements but have significant potential for assignment to future Critical Acquisition Positions.

- The administrative board that screens and selects Acquisition Corps members also screens URL officers as Acquisition Corps Eligible (An ALNAVMSG announces).

- Acquisition Corps Eligible officers are expected to pursue certification training in an appropriate acquisition career field.

- Officers who have been screened as Acquisition Corps Eligible are not in the Acquisition Corps. Once all Acquisition Corps requirements are met, Acquisition Corps Eligible officers may apply in writing to PERS 447 for Acquisition Corps membership. The application process is provided in paragraph 10.4 above.

11.6   Reciprocity

Acquisition Corps membership in any DOD Component is recognized by all DOD Components.

11.7   Waivers

- There are no waivers into the Acquisition Corps. Individuals must meet Acquisition Corps requirements to become a member.

- A waiver may be granted to assign non-Acquisition Corps members to Critical Acquisition and Key Leadership Positions. This waiver is position-specific and does not carry over to the person's subsequent assignments or to future incumbents

of the position.   Use DD2905, Acquisition, Technology, And Logistics Workforce Position Requirements or Tenure Waiver (http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2905.pdf) to process waivers.

- See Chapter 12 Waivers for waiver guidance.

Chapter 12 Waivers

12.1 Overview

The ASN(RDA) may waive position requirements in exceptional circumstances. This chapter provides information and guidance on position and tenure waivers.

12.2 General Information

Waivers may be granted for the any position requirements, including:

- Special statutory requirements.

- Acquisition career field certification timeframe (24 months from the date assigned to the position).

- Acquisition Corps Membership for assignment to a Critical Acquisition Position (CAP).

- CAP (non-KLP) Tenure.

- Key Leadership Position (KLP) Tenure.

12.3 Waiver Process

- Use DD2905, Acquisition, Technology, And Logistics Workforce Position Requirements or Tenure Waiver (http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2905.pdf) to process waivers

- Position waivers are processed at the time of the assignment, except when one of the following conditions exist:

  o Acquisition Corps members who will meet Special Statutory Requirements of the AT&L position may be assigned to that position within 6 months;

  o Employees have 24 months from the time assigned to an AT&L position to meet the certification requirements of that position and become certified.

- Waivers for CAP/KLP tenure requirements must be processed and approved prior to the person's departure from that CAP/KLP.

- See Appendix I Position & Tenure Waivers for a summary of position and tenure waivers.

Chapter 13 Assignments to AT&L Positions Other than KLPs

13.1 Overview

This provides requirements and procedures for filling AT&L positions (other than KLPs) including permanent assignments, reassignments, details and temporary promotions. Refer to Chapter 14 Assignments to KLPs and ASN(RDA) Special Interest CAPs for KLP assignments.

13.2 Civilian Non-Competitive Selection Procedures

- Acquisition Corps membership for CAPs must be met or waived upon assignment.

- Special Statutory Requirements must be met or waived upon assignment with the following exception: Acquisition Corps members may be assigned for up to 6 months without waiver.

- Certification to the level required by the position must be achieved or waived within 24 months of assignment.

13.3 Civilian Competitive Selection Procedures

- The Area of Consideration (AOC):

    o Non-CAPs: AOC is in accordance with local civilian personnel procedures.

    o CAPs (other than KLPs):

        ▪ AOC at least DON wide;

        ▪ Broadening the AOC to a wider pool of candidates, including other government or private sector candidates, is encouraged;

        ▪ Geographic area of consideration may be limited.

- Vacancy announcement must state the position is a DAWIA AT&L position, identify the AT&L career field, certification level, any statutory requirements (e.g., for GS-1102s), and Acquisition Corps membership and tenure requirements for CAPs.

- AT&L position requirements associated with the specific position must be considered in the selection process. Because AT&L position requirements may be waived, they should not be used as screen-out factors.

- When considering AT&L position requirements, comparable training and experience from other agencies or private sector entities and comparable certifications from non-DOD sources may be credited towards meeting position requirements as authorized by DoD.

- Applicants who meet the education, experience and training requirements for certification and/or Acquisition Corps membership without being certified or Acquisition Corps members should be evaluated as if they were certified and/or Acquisition Corps members.

- Assignment can be made once special statutory requirements are met or waived and, if required, a tenure agreement is executed. Certification may be obtained within 24 months from the date assigned.

13.4   Civilian Temporary Promotions

Persons who are temporarily promoted to AT&L positions must meet the Special Statutory and Acquisition Corps (if a CAP) requirements of those positions, or obtain a waiver, upon assignment. Certification to the level required by the position is required within 24 months of assignment.

13.5   Civilian Details

Employees detailed to AT&L positions are not required to meet the AT&L requirements of the position to which detailed.

13.6   Military Assignments

- Assignment officers/detailers should fill AT&L positions with qualified AT&L Workforce members who meet the requirements associated with the position.

- Requirements must be met or waived during the assignment process.

13.7   Waivers

Refer to Chapter 12 Waivers and Appendix I Position & Tenure Waivers.

Chapter 14 Assignments to KLPs and ASN(RDA) Special Interest CAPs

14.1 Overview

This chapter provides guidance on assignment of personnel to KLPs and other ASN(RDA)-approved special interest CAPs. Appendix J KLP Leadership Positions & Other ASN(RDA)
Special Interest Position Management and Appendix K ACAT I/II Program Manger/Deputy Program Manager Nomination provide additional guidance.

14.2 Key Leadership Positions

- Program Executive Officers (PEOs).

- Direct Reporting Program Managers (DRPMs) and Deputy Direct Reporting Program Managers (DDRPMs).

- Program Managers (PMs) and Deputy Program Managers (DPMs) of Major Defense Acquisition Programs (ACAT I).

- PMs and DPMs of Major Acquisition Information System (MAIS) Programs, (ACAT IA).

- PMs of Significant Non-Major Defense Acquisition Programs (ACAT II).

14.3 ASN(RDA) Special Interest CAPs:

- ACAT II Deputy Program Managers.

- Major (non-ACAT I/II) acquisition programs managers approved in accordance with OPNAVINST 1211.8B at http://neds.daps.dla.mil/Directives/1211b8.pdf. These are Critical Acquisition Positions that are nominated by PEOs/Systems Commanders and approved by the ASN(RDA) as Major Program Manager billets. Persons assigned to these billets are authorized to wear the Major Program Manager insignia.

- Commanding officers/commanders of Major Acquisition Shore activities performing significant acquisition missions approved in accordance with OPNAVINST 1211.8B at http://neds.daps.dla.mil/Directives/1211b8.pdf. These are Critical Acquisition Positions that are nominated by the Systems Commands and approved by the ASN(RDA) as major acquisition commands. Persons assigned to these billets are authorized to wear the Command Ashore insignia. They include, but are not limited to Supervisors of Shipbuilding, Commanding Officers of Naval Shipyards, and Commanding Officers of Naval Aviation Depots.

14.4   Responsibilities

The ASN (RDA) approves selections for:

- PEO, DRPM, ACAT I and II PM positions. ASN(RDA) must consult with USD/AT&L on PEO and ACAT I PM selections.

- All other positions identified in paragraph 14.2 and 14.3. when a waiver is involved. They include

  o   Major Program Manager billets;

  o   Major (non ACAT I/II) Acquisition Program Manager billets; and

  o   Acquisition Command Ashore billets.

14.5   Candidate Identification

Systems Commanders, in coordination with supported PEOs and DRPMs, implement procedures identify or select candidates for key leadership positions and other ASN(RDA)-approved special interest positions in accordance with the guidance provided in this chapter. Procedures must be coordinated with the DACM prior to implementation.

14.6   General Guidance

Unless otherwise approved by the ASN(RDA), both military and civilian candidates will be considered for KLP positions. Military and/or civilian candidates may be considered for all other special interest positions.

14.7   Candidate Evaluation Criteria

- DAWIA position requirements such as:

  o   Acquisition Corps membership/eligibility for Acquisition Corps membership;

  o   Special Statutory requirements (as appropriate);

  o   DOD acquisition career field certification requirements associated with the position; and

  o   Assignment specific training.

- Additional criteria:

  o   Functional area competencies in an additional Acquisition Career Field(s);

  o   Cross-functional assignments/rotations;

  o   Broadening assignments, e.g., Service headquarters, OSD, joint, industry, operationa1;

  o   Relevant advance academic degree;

  o   Senior service school (or equivalent);

- o Leadership training and experience;

- o Demonstrated experience integrating functional, core, and leadership competencies; and

- o Other job-related factors may be used, as determined appropriate.

14.8 Position Management for PEOs , DRPMs, and DDRPMs

- Nomination and selection procedures will be managed by the ASN(RDA) on a case-by-case basis.

- Flag and General Officer assignments selections will be made in coordination with the CNO/ VCNO and CMC.

14.9 Position Management for ACAT I and II PMs

- The SYSCOMS, in conjunction with supported PEOs and DRPMs, provide a forecast of anticipated vacancies for the upcoming 18 months to the DACM on 1 December each year.

- The SYSCOMS, in conjunction with supported PEOs and DRPMs, will convene slating panels to screen candidates for vacancies.

- The slating panels will consist of flag, general officer, and SES members At a minimum, include:

  - o Deputy Assistant Secretary of the Navy (DASN) who serves as the principal advisor to ASN(RDA) on the program;

  - o PEO representative(s); and

  - o Sponsors, stakeholders, and representatives from each of the candidate's acquisition organizations must be invited to serve as panel members.

- As a minimum, all qualified personnel within the DON may compete for reassignment.

- Panels will produce recommended slates of candidates for each position in rank order, beginning with the number one ranked candidate. Slates should include at least four candidates; to the extent possible, the number of military and civilian candidates on each slate should be equal.

- The panel chair will forward the panel's recommended slate to the DACM via the PEO, DRPM, or Systems Commander, as appropriate. Billet/Program information, the nomination matrix at Appendix K ACAT I/II Program Manger/Deputy Program Manager Nomination and candidate resumes must be included in the nomination package.

- The DACM will forward the nomination package to the ASN(RDA) for approval. ASN(RDA) approval along with USD(AT&L) consultation is required for ACAT I PM selections.

14.10 Position Management For ASN(RDA) Special Interest Caps (Non-KLP)

- ASN(RDA) Special Interest CAPs (non-KLPs) include:

  - ACAT I and II DPMs;

  - Approved Major Acquisition Program Managers (non-ACAT I/II Programs); and

  - Approved Commanding Officers/Commanders of Major Acquisition Shore commands.

- The SYSCOMS, in conjunction with supported PEOs and DRPMs, as appropriate, will develop procedures for filling vacancies.

- Approval of selections:

  - The responsible PEO, DRPM or Systems Commander will approve when the selectee meets all applicable statutory requirements for assignment.

  - ASN(RDA) approval is required when the selectee does not meet all applicable statutory requirements and a waiver is required to assign the individual to the position.

  - Notify the DACM when a selection is made. Include the name of the Program/Shore Command, the individual selected, the selectee's grade/rank, and social security number, and a point of contact.

14.11 Tenure Requirements

- DRPMs, DDRPMs, and ACAT I PMs and DPMs:

  - The ASN(RDA) may establish tenure requirements based on the unique requirements of the program.

  - The tenure requirement is normally through the completion of the first major milestone that occurs closest in time to the date on which the individual has served in the position four years.

  - If major milestones have been completed, the tenure is generally four years.

  - PMs should not be reassigned within six months prior to a major milestone.

- For all other positions, the tenure is three years.

14.12 Rotation

- For DRPMs, and ACAT I and II PMs, the rotation occurs upon completion of the tenure requirement.

- For other positions, there is no mandatory rotation requirement upon completion of the tenure requirement. Rotation, however, is encouraged.

14.13 Waivers

See Appendix I Position & Tenure Waivers.

Chapter 15 Education

15.1 Overview

This section describes DAWIA education related to Career Field Certification, Acquisition Corps membership, and Special Statutory requirements, such as those for 1102 contracting positions. The following appendices supplement this chapter and will assist when assessing education requirements:

- Appendix D 24 Hours of Business – What Counts?

- Appendix L DAWIA Enhancing Degrees

15.2 General Information

- Education requirements can be met by:

  o Completing coursework or degree programs accredited institution of higher education;

  o Applying American Council on Education (ACE) recommended to the semester-hour education requirement only if documented in the student's transcript; and

  o Passing score on DANTES (Defense Activity for Non-traditional Education Support) examinations may be substituted for semester credit hours.

- Review of the student's official transcript is required to validate degree and semester credit hours.

15.3 24 Hours of Business

- When used in the context of DAWIA, 24 hours of business means 24 semester credit hours from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management* .

- Appendix D 24 Hours of Business – What Counts? includes examples of qualifying courses.

15.4 "24/12"

- When used in the context of DAWIA, 24/12 refers to 24 semester credit hours in the person's career field and 12 semester credit hours in business related courses

- The 24/12 requirement can be met by:

- o 24 semester credit hours in the person's career field and 12 semester credit hours in the disciplines listed paragraph 15.3 in italics. Credit hours within the person's career field may also satisfy the requirement for part or all of the 12 credit hours "in the disciplines listed above." The same hours may be used to meet both requirements.

- o 24 semester credit hours in the person's career field and training equivalent to 12 semester credit hours in the disciplines listed above in italics.

- These credit hours can be part of, or in addition to, a degree program.

Chapter 16 Training

16.1 Overview

Training, in the context of this chapter, refers to training sponsored by the Defense Acquisition University (DAU). DAU training is provided to support certification, assignment specific training, and continuous learning. DAU delivers courses through classroom and distance learning.

16.2 Certification Training

Training required for certification in an AT&L career field (See Chapter 6 Certification).

16.3 Assignment Specific Training:

Statute, regulation, the head of the organization, supervisor, or other appropriate individual within the chain of command may identify assignment specific training. Assignment specific training required by statute or regulation is identified in the DAU catalog within the course description.

16.4 Continuous Learning Training:

DoD policy requires all workforce members to participate in "continuous learning" activities. All DAU training can be credited in the Continuous Learning Program. Chapter 18 Continuous Learning Requirements provides more information on the Continuous Learning Program.

16.5 Supervisors Responsibilities

Supervisors must ensure that AT&L Workforce members:

- Are provided an opportunity to complete certification or continuous learning courses, including distance learning, during duty hours; and

- Complete all certification, assignment specific and continuous learning training requirements in a timely manner.

16.6 Meeting Certification Training Requirements

DOD publishes the certification standards annually in the DAU catalog at http://www.dau.mil/catalog/Appendix_B.pdf. The standards identify education, training and experience requirements for three certification levels. The training requirements may be met in the following ways:

- Completing the course through the DAU;

- Completing a DAU approved equivalent course; and

- Fulfilling a DAU course.

16.7 Taking DAU Courses

- DAU offers all the career field certification and assignment specific courses required by DOD.

- The DON DACM manages DON workforce member training. Do not contact DAU to request certification or assignment specific training.

- Register for DAU training by logging onto [Register-Now](https://www.atrrs.army.mil/channels/registernow/default.asp?page=main.asp) (https://www.atrrs.army.mil/channels/registernow/default.asp?page=main.asp)

  - Choose the DAU Training module.

  - Pick the course and submit your application online.

  - Approved applications are forwarded to the DON registration staff for action.

  - The requestor is advised of approval, wait list assignment, or disapproval.

16.8 DON DAU Training Priorities

Access to training is approved based on availability of classes using the following priorities:

- Priority 1:
  - Emergent situations where there is a need to qualify persons deploying to theaters of operation, e.g., Iraq and Afghanistan.

  - Assignment specific courses required by statute or regulation for AT&L Workforce members.

  - Required certification courses for civilian and active duty AT&L Workforce members.

- Priority 2A: Courses required for civilian and active duty AT&L Workforce certification above that required for the position to which the individual is assigned.

- Priority 2B
  - Reserve AT&L Workforce required certification courses.
  - Courses required for Reserve AT&L Workforce certification above that required for the position to which the Reservist is assigned.
  - Foreign National employees who are assigned to acquisition positions comparable to those in the AT&L Workforce.   The training must be at the same or lower certification level as that required by AT&L Workforce members who are at the same or equivalent grade (see Appendix E Required Certification Levels for DON AT&L Positions for AT&L Workforce certification levels).

- Priority 3: AT&L Workforce (civilian and active duty military) desired cross-functional training.

- Priority 4: Others who desire DAU training.

16.9 Funding DAU Courses

- There is no tuition for DAU training for DOD employees.

- When travel to a DAU campus is required, the DON DACM funds travel and per diem for AT&L Workforce members who are Priority 1 and 2A students.

16.10 DAU Equivalent Courses

- DAU has approved a variety of courses offered by colleges and universities, government agencies, non-profit organizations and commercial vendors as equivalent to specific DAU courses. The list of approved equivalent courses is contained in the DAU Catalog at Appendix C and is updated as required.

- After completing an equivalent course, the AT&L Workforce member must provide a copy of the supporting documentation to the appropriate Register-Now Support Specialist.

- Supporting documentation must include the student's name, course dates, course name, and the name of the provider. The following are examples of acceptable documentation:
  - o Course Completion Certificate, and.
  - o College Transcript.

16.11 Fulfilling a DAU Course

Course fulfillment provides a means for AT&L Workforce members to receive credit for DAU courses for which they demonstrate competency through an assessment of their previous work experience, education, training, or any combination of those.

- Fulfillment is available only to AT&L Workforce members.

- Fulfillment should be used in exceptional cases to ensure that workforce members are not sent to training unnecessarily   it is not a substitute for professional development.

- Competency standards are on the DAU web site at Mandatory Course Fulfillment Program and Competency Standards at http://www.dau.mil/learning/career/fulfil99.pdf .

16.12 Fulfillment Process

Echelon I and II commands must establish a process to oversee the approval of fulfillments:

- Applicant must complete a DD Form 2518, at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2518.pdf and provide justification.

- Meeting the preponderance of the competencies as well as ensuring the applicant can perform the key competencies is sufficient to approve a fulfillment, especially for 100 and 200 level courses.

- Justification must include:

  o For Command-sponsored events that have been predetermined by competent authority to fulfill a DAU course requirement, the course completion certificate provides sufficient justification. The course completion certificate must include the student's name, course dates, and a statement that the event(s) fulfills DAU course(s). It must include the DAU course number and title.

  o For all others, attach the competency standards for the course being fulfilled and a description of how the competencies were achieved through experience, education, alternative training, or any combination of the three. Justification may be addressed checklist or attached as a separate document. A separate justification for each competency is not required.

16.13 Fulfillment Approval

- The applicant forwards the fulfillment request to the individual's first line supervisor for action.

- Command-sponsored events predetermined by competent authority to fulfill a DAU course requirement may be approved by the first level supervisor or above.

- DAU 100 level course fulfillments may be approved by the first level supervisor or above.

- DAU 200 and 300 level courses

  o First-level supervisor recommends approval/disapproval and forwards the request to the appropriate approving authority.

  o DAU 200 course fulfillments must be approved by an individual at least equal in rank to the applicant and Level III certified in the career field in which fulfillment is requested.

  o DAU 300 course fulfillments must be approved by an O-6, GS-15 (or equivalent) or above graded individual who is Level III certified in the career field in which fulfillment is requested.

  o In situations where no one in the command can approve the Level 200 or 300 course fulfillments, forward the fulfillment package, to the DON

DACM (email to the DACM Desk (dacm.desk.fct@navy.mil)) for AT&L Career Field Functional Board Chair for approval.

16.14 Retention of Approved Fulfillments

- Approved fulfillments are maintained within the requesting organization.

- Individuals should retain a copy of approved fulfillment requests.

Chapter 17 Experience

17.1   Overview

AT&L Career Field Certification, Acquisition Corps membership, and some Special Statutory requirements require acquisition experience.

In general, acquisition experience claimed in support of a certification request should be recent experience, i.e., the experience should have been obtained within eight years of the certification request.

17.2   Acquisition Experience—What Counts?

- Experience in designated AT&L positions always counts.

- Acquisition-related experience in non-AT&L designated positions, including positions in other government agencies or in private industry, sometimes can be credited towards DAWIA requirements. Paragraph 17.3 describes the approval process.

- Up to 12 months of education or training in acquisition may be credited toward meeting acquisition experience requirements.

- For Unrestricted Line Officers only, up to 18 months of acquisition experience may be credited for the same amount of time in a command tours when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).

17.3   Approval of Experience in Non-AT&L Designated Positions

Echelon I and II commands must establish a process for approving experience gained in positions that are not designated as DON AT&L positions.

- Experience must be credited against one of the 12 acquisition position categories (also called career fields) used by the DON. Position Category Descriptions can be found in the DAU Catalog, Appendix B at http://www.dau.mil/catalog/Appendix_B.pdf.

- Claimed experience must substantially match the duties and responsibilities associated with the position category/career field for which requested and have been a significant and substantial part of the job.

- The experience must be approved by an individual who is at least at the O-6, GS-15 (or equivalent) grade and Level III certified in the career field in which experience credit is requested. Once the experience is approved, applicants must include the following information in their application for certification:

- o The experience approval document; or

- o The name, title and grade, location, and email address of the approving official and the number of months credited towards the certification experience requirement.

- Organizations and the workforce member should retain a copy of approved experience requests.

Chapter 18 Continuous Learning Requirements

18.1 Overview

AT&L Workforce members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AT&L policy initiatives, and leadership and management skills.

18.2 CL Requirement

- Workforce members must participate in at least 80 hours of continuous learning activities bi-annually, with a goal of participating in at least 40 hours annually.

- AT&L Workforce members should discuss broadening activities with his/her supervisor. These activities may include, but are not limited to, certification in other career fields, leadership training, and rotational and developmental assignments.

- The start date of the first bi-annual period is the date the AT&L Workforce member enters a DON AT&L designated position. If the position is designated after the individual is assigned, the start date is the date the position is designated.

- The bi-annual period ends the day an event is registered in Register-Now where the 80-point threshold is met or exceeded. A new one begins the following day. Points in excess of 80 will not carry over to the next bi-annual period.

18.3 CL Activities and Points

- Appendix M Creditable CL Activities & Points provides a listing of creditable activities along with recommended point values. This is not an all-inclusive list. In general, however, activities should be associated with leadership development, acquisition programs, and related functions.

- CL points associated with DAU certification, assignment specific, and CL courses have already been determined by DAU.

- CL points associated with DACM-sponsored CL events, to include college courses funded through the Acquisition Workforce Tuition Assistance Program, have already been determined.

- CL points for courses that have approved Continuing Education Units (CEUs) associated with them should be awarded at a rate of 10 CL points for every one (1) CEU.

- For CL events not listed above or in Appendix M Creditable CL Activities & Points, one (1) point should be awarded for every active hour, and one-half (½) point for every passive hour, of involvement.

18.4 Register-Now CL

- Register-Now, at https://www.atrrs.army.mil/channels/apc/student/logon.asp?targetpage=/channels/apc/Default.asp?, is used to

- o Track CL points and achievement;

- o Request CL points; and

- o Request participation in DACM-sponsored/supported on-site CL events.

- Some CL points automatically post in the AT&L Workforce member's CL history. They are:

  - o Points associated with DACM-sponsored CL events, once verification of event attendance and completion has been provided to the Register-Now Support Team and the AT&L Workforce member is "graduated;"

  - o Points associated with DAU certification and assignment specific courses, once the graduation has been posted by DAU;

  - o Points associated with completing courses in the Acquisition Workforce Tuition Assistance Program once the course grade has been posted; and

  - o Points associated with completing DAU CL courses.

- When recording points for other activities, round half points up and record whole points only.

Chapter 19 AT&L Workforce Tuition Assistance Program (AWTAP)

19.1 Overview

The Acquisition Workforce Tuition Assistance Program (AWTAP) was established in accordance with the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA, USC 10, Chapter 87). AWTAP supports civilian and active duty military workforce members in meeting mandatory or desired education standards for DAWIA certification and statutory requirements for membership in the DOD Acquisition Corps. Accordingly, the program supports courses and degrees in those disciplines that underpin the acquisition functions specified in 10 USC. 1721. These disciplines include the sciences, engineering and other technical fields, as well as business and management programs.

19.2 Eligibility

Tuition assistance is available for DON civilian and active duty military AT&L Workforce members who:

- Occupy an AT&L position;

- Are DAWIA certified to the level required at the time of application, unless the applicant is pursuing an educational requirement for certification;

- Hold a current Continuous Learning Certificate (by having recorded 80 points within the previous two years) at the time of application;

- Meet minimally acceptable performance standards;

- Are not pending disciplinary action; and

- Do not already meet the highest required or desired education standards.

19.3 Allowable Schools

The degree granting institution must be accredited by an agency approved by the United States Department of Education. These schools can be found at http://www.ope.ed.gov/accreditation/Search.asp). Schools not listed in the Navy's application system database (Register-Now) can be added upon request.

19.4 Allowable Programs

- AWTAP will fund tuition and most fees towards certificate programs, baccalaureate degrees, master's degrees, and courses that are described as a required or desired education standard for the Defense Acquisition Corps or identified in the certification standards checklists.

- AWTAP will not fund a second degree at the same level for individuals who already meet the educational standard.

19.5 Funding

- FY2006 funding limit is $6,300 per year. The funding covers 100 percent of the annual tuition requirements for most program participants.

- Payments are made directly to the college or university when the school presents proper documentation to the designated AWTAP billing office.

- AWTAP will not fund costs associated with:

  o Examinations or tests;

  o Life experience, education and/or portfolio analysis;

  o Work-study programs (e.g., internships, externships, co-op programs); or

  o Transfer or matriculation of other coursework.

19.6 Funding Priorities

- Priority 1: Pursuing required educational standards for career field certification, contracting officer warrant requirements, and DOD Acquisition Corps requirements.

- Priority 2: Pursuing educational standards that are desired for career field certification.

- Priority 3: Pursuing educational standards that are required or desired for a subsidiary career field.

19.7 Requesting Tuition Assistance

- Eligible AT&L Workforce members may request tuition assistance through Register-Now (https://www.atrrs.army.mil/channels/registernow/default.asp?page=main.asp) by completing an Education Development Plan (EDP).

- Before making an application, AT&L Workforce members should:

  o Have already been accepted at the school of choice into a desired degree program;

  o Have tentatively planned their education program (i.e., what classes they intend to take and when (semester) they plan to take them); and

  o Have available information on any credits that the school will credit towards the degree program pursuing.

- Applications should not be submitted as "placeholders" for possible future use. Approved EDPs that are not executed and maintained as current will be dropped from the system.

- More information on AWTAP can be found on the Register-Now (https://www.atrrs.army.mil/channels/registernow/default.asp?page=main.asp) web site.

Chapter 20 Individual Development Plans and Performance Appraisals

20.1 Overview

Planning is essential for successful career development. This chapter provides guidance for AT&L Workforce Individual Development Plans (IDPs).

20.2 IDPs

- All AT&L Workforce members are required to have an IDP prepared by the workforce member, in coordination with their supervisors.

- IDPs should:
  - Identify short range and long range career goals, such as membership in the Acquisition Corps or certification in an AT&L Career Field;
  - Set timelines to accomplish goals;
  - Identify education, training, and developmental activities needed to achieve their career goals; and
  - Outline how education, training, and developmental activities needed to achieve their career goals and objectives will be accomplished.

20.3 Performance Appraisals

- Echelon I and II organizations must establish a process that provides an opportunity for review and inclusion of comments on the appraisal of a (senior level) person serving in an AT&L position by a person serving in an AT&L position in the same AT&L Career Field.

- At least the first-level evaluation of contracting officers must be performed within the contracting career chain. The only exception to the contracting officer requirement will be the performance evaluation of the senior official in charge of contracting for the organization, when this official is not the primary contracting officer for the organization.

Chapter 21 Naval Acquisition Intern Program

21.1   Overview

The Naval Acquisition Intern Program (NAIP) recruits, develops, and prepares a select group of interns to assume some of the Department's top acquisition workforce positions. The NAIP website at http://wwwnt.cnet.navy.mil/navyintern/ provides additional information.

21.2   Program Description

The Navy DACM is the Program Manager and NCAWPD executes the program. The program provides a structured management training program including formal education and training, diverse rotational assignments, extensive on-the-job training, college tuition assistance and challenging work assignments. Positions are located throughout the United States, however, a majority are located within the Washington D.C. metropolitan area, California, Pennsylvania, Maryland, Virginia, and Florida. Interns participate in a two to three-year development program in one of six career fields:

- Business/Cost Estimating and Financial Management;
- Contracting;
- Communications/Computer Systems;
- Acquisition Logistics;
- Systems Planning, Research, Development and Engineering; or
- Manufacturing, Production and Quality Assurance.

Appendix A Glossary of Terms

Accredited institutions of higher education are colleges and universities that have received a regional or national accreditation. These schools are recognized and approved by the Under Secretary of Education for student loans and federal tuition assistance programs. A listing of these schools is available through the U.S. Department of Education on line.

Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DOD needs, intended for use in or in support of military missions.

Acquisition, Technology, and Logistics (AT&L) Performance Learning Model is the foundation for meeting the career-long training and professional development needs of the AT&L Workforce and serves as a systematic approach to practitioner performance and training that is delivered through multi-media learning assets, to include classroom and on-line training, continuous learning, knowledge sharing, and performance support.

AT&L Career Field is one or more occupations that require similar functional competencies.

AT&L Position Categories are subsets of AT&L positions that are characterized by a common set of core acquisition and functional competencies.

AT&L Positions are those civilian and military positions in the Department of Defense that are designated to be acquisition positions in accordance with 10 USC Section 1721 and regulations issued by the USD(AT&L).

AT&L Workforce comprises those persons who occupy AT&L positions.

Competencies, as used in this Operating Guide, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AT&L Workforce to perform the duties and responsibilities of the various AT&L positions.

Component Acquisition Executive (CAE) is the Service Acquisition Executive of a Military Department or the person designated to be the CAE by the Head of a DOD Component other than a Military Department. For the purpose of this Operating Guide, the Head of a DOD Component is the CAE for the DOD Components that have not designated a CAE. The USD(AT&L) performs this role for the OSD. Within DON, the CAE is the ASN(RDA).

Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Critical Acquisition Positions (CAPs) are a subset of AT&L positions specifically designated by the CAE in accordance with DAWIA, implementing regulation, and based on the criticality of that position to the acquisition program, effort, or function it supports.

DANTES (Defense Activity for Non-Traditional Education Support) examinations may be substituted for semester credit hours. DANTES sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and Educational Testing Service (ETS). Seven (7) tests are available, and a passing score on an

examination qualifies the student for 3 semester credit hours applicable towards the business education requirements. More information is available on the DANTES website.

Defense Acquisition Corps, hereafter referred to as the "Acquisition Corps," is a pool of highly qualified members of the AT&L Workforce to fill CAPs. It is composed of those persons who have met the standards prescribed by DAWIA and implementing regulation, and who have been granted admission to the Acquisition Corps by the USD(AT&L) or by a CAE to whom this authority has been delegated.

Defense AT&L Workforce Education, Training, and Career Development Program includes the structure, resources, policies, and procedures to enable the AT&L Workforce to achieve the competencies required to perform the duties and responsibilities as required by AT&L positions and to promote integrated AT&L Workforce management.

Functional Advisors (FAs) are senior DOD officials who serve as the subject matter expert for their respective functional area for oversight and management of career development requirements.

Key Leadership Positions (KLPs) are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved and the criticality of that position to the success of that program or effort. These positions represent a significant level of responsibility and authority and warrant special management attention to qualification and tenure requirements.

Service Acquisition Executives, referred to as CAEs of the Military Departments in this Directive, are individuals with the responsibilities and authorities described in 10 USC Section 1704. The DON Service Acquisition Executive is the ASN(RDA).

Senior Contracting Official is a director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a Military Department, the headquarters of a Military Department, the Head of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of Defense.

Appendix B Acronyms

ACAT	Acquisition Category
ACE	American Council on Education
ASN(RDA)	Assistant Secretary of the Navy (Research, Development, and Acquisition)
AT&L	Acquisition, Technology, and Logistics
AWCM	Acquisition, Technology, and Logistics Workforce Career Management
AWSOM	Acquisition Workforce System of Management (Marine Corps)
CAE	Component Acquisition Executive (within DON, the CAE is the ASN(RDA)
CAPs	Critical Acquisition Positions
CEUs	Continuing Education Units
CLC	Continuous Learning Center
CLPs	Continuous Learning Points
DACMs	Directors for Acquisition Career Management
DAE	Defense Acquisition Executive
DANTES	Defense Activity for Non-Traditional Education Support
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DCPDS	Defense Civilian Personnel Data System
DOD	Department of Defense
DPMs	Deputy Program Managers
FAs	Functional Advisors
KLPs	Key Leadership Positions
MAISs	Major Acquisition Information Systems (ACAT IA Programs)
MDAPs	Major Defense Acquisition Programs (ACAT I Programs)
NDAA	National Defense Authorization Act
NSPS	National Security Personnel System
OPM	Office of Personnel Management
PCDs	Position Category Descriptions
PD	Position Description
PEOs	Program Executive Officers

PMs	Program Managers
SCOs	Senior Contracting Officials
SES	Senior Executive Service
SSB	Senior Steering Board
TFMMS	Total Force Manpower Management System
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
WMG	Workforce Management Group

Appendix C AT&L Position Categories

Position Category	Manpower and Personnel System Codes
Business, Cost Estimating, and Financial Management	**K**
Contracting	C
Facilities Engineering	F
Industrial/Contract Property Management	D
Information Technology	R
Life Cycle Logistics	L
Production, Quality and Manufacturing	H
Program Management	A
Purchasing	E
Systems Planning, Research, Development, & Engineering – Science and Technology Manager	I
Systems Planning, Research, Development, & Engineering – Systems Engineering	S
Test and Evaluation	T

Appendix D 24 Hours of Business – What Counts?

This appendix lists business related fields of study and the types of course that are typically found in the corresponding field normally associated with Business related degree programs. This is a guide and not intended to be an inclusive list.

Accounting

Cost Accounting Standards

Business Finance

Business Communications
Business and Personnel
Business Statistics
Cost Analysis
Financial Cost Management
Financial Planning and Analysis
Inventory Management
Resource Planning
Risk Analysis

Contracts

Acquisition Contracting
Acquisition Management
Business Communications in Contracting
 Writing
Business Contract law
Contract Administration
Contract Law
Contract Management
Contract Pricing and Negotiation
Contracting Management
Cost & Price Analysis
Government Contracting
Government Contract Law
Procurement
Procurement and Contracting
Procurement Management

Law

Commercial or Business Contracts
Contract Law

Economics

Cost and Price Analysis

Cost Analysis

Economics (continued)

Economic Analysis
Economic Principles and Decision
 Marking
Economics and Financial Management
Economics

Industrial Management

Automated Systems in Logistics Mgmt
Civil Engineering Management
Environmental Management
Engineering and Analysis
Logistics Management
Logistics and Materiel Management
Manufacturing Management
Materiel Acquisition Process & Support
 Systems
Property Disposal Management
Supply Management
Systems Management
Systems Engineering Technology
Warehousing Operations

Organization & Management

Business Administration
Advanced Management (Math)
Business
Business Management
Business and Personnel Management
Computer Programming
Computer Programming & Systems
 Development
Computer Sciences, Data Processing
Data Entry and Automated Systems
 Input
General Management
Human Resource Development

Leadership and Group Decision Process

Organization & Management (continued)

Management Science
Management & Leadership
Managerial Analysis
Manpower Management
Materiel Management
Methods of Adult Education
Organizational Behavior
Personnel Administration
Principles of Management
Quality and Reliability Assurance
Research and Development Management
Strategic Management
Survey of Program Operations

Purchasing

Basic Purchasing

Quantitative Methods

Business Statistics
Computer Science
Decision Risk Analysis
Operations Research
Probability Statistics
Quantitative Analysis
Statistics

Appendix E Required Certification Levels for DON AT&L Positions

Military Active Duty	Military Reservists	Civilian Pay Plan	Civilian Grade or Band	Civilian Salary (2006 Base)	All Career Fields Except Purchasing	Purchasing Career Field Only
All CAPs and KLPs					III	
Officers 05-above					III	
Officers 04					II	
Officers 01-03					I	
	All Reserve Officers				II	
Warrant Officers/Chief Warrants Officers					I or II	
Enlisted (E6 and above) not in Contracting					I or II	
Enlisted in Contracting Career Field					I or II	
Contingency Contracting Force					I	

Military Active Duty	Military Reservists	Civilian Pay Plan	Civilian Grade or Band	Civilian Salary (2006 Base)	All Career Fields Except Purchasing	Purchasing Career Field Only
		All CAPs and KLPs			III	
		GS	13-above		III	
		GS	9-12		II	
		GS	5-8		I	
		GS	9			III
		GS	6-8			II
		GS	5			I
		DA	00 - 01		I	I
		DA	02 - 04		II	I
		DG	00 - 02		I	I
		DG	03 - 06		II	II
		DP	00 - 01		I	
		DP	02		II	
		DP	03 - 05		III	
		DS	01		I	
		DS	02 - 04		II	
		DT	00 - 01		I	
		DT	02 - 04		II	

Military Active Duty	Military Reservists	Civilian Pay Plan	Civilian Grade or Band	Civilian Salary (2006 Base)	All Career Fields Except Purchasing	Purchasing Career Field Only
		NC	01 - 02	< $28,085	I	I
		NC	02 - 03	> $28,085 < $38,175		II
		NC	03	> $38,175		III
		ND	01 - 02		I	
		ND	03		II	
		ND	04 - 06		III	
		NG	01		I	I
		NG	02 - 03		I	II
		NG	04 - 05		II	III
		NH	01 - 02	< $38,175	I	I
		NH	02	> $38,175	II	
		NH	03 - 04		III	
		NJ	00 - 02		I	
		NJ	03		II	
		NJ	04		III	
		NK	00 - 01		I	I
		NK	02		II	II
		NK	03		III	III
		NO	01 - 02	< $38,175	I	

Military Active Duty	Military Reservists	Civilian Pay Plan	Civilian Grade or Band	Civilian Salary (2006 Base)	All Career Fields Except Purchasing	Purchasing Career Field Only
		NO	02 - 03	> $38,175	II	
		NO	04 - 05		III	
		NP	01 - 02	< $38,175	I	
		NP	02 - 03	> $38,175 < $65,832	II	
		NP	03 - 05	> $65,832	III	
		NT	01 - 02		I	
		NT	03 - 04		II	
		NT	05 - 06		III	

Appendix F Special Statutory Requirements for AT&L Positions

Position	Statutory Requirement
Flag General Officers and SES	• 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP.
Program Executive Officer (PEO) *(This is a KLP)*	• 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP. • Served as a PM or DPM. • DAU PM Course: PMT 352 and PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU PM Executive PM Course: PMT 402 • Tenure period: 3 years or as tailored by ASN(RDA). • Requires that the ASN(RDA) consult in advance with the Defense Acquisition Executive.
PM for MDAPs (ACAT I/IA) *(This is a KLP)*	• 8 years acquisition experience with at least 2 years in a program office or similar organization. • DAU PM Course: PMT 352 and PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU PM Executive PM Course: PMT 402 • Tenure period: Milestone closest to 4 years or as tailored by ASN(RDA) based on unique program requirements. • Requires that the ASN(RDA) consult in advance with the Defense Acquisition Executive.
DPM for MDAPs (ACAT I) *(This is a KLP)*	• 6 years acquisition experience with at least 2 years in a program office or similar organization. • DAU PM Course: PMT 352 and PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU PM Executive PM Course: PMT 402 • Tenure period: Milestone closest to 4 years or as tailored by ASN(RDA) based on unique program requirements.
PM for Significant Nonmajor Programs (ACAT II) including MAISs *(This is a KLP)*	• 6 years acquisition experience. • DAU PM Course: PMT 352 and PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU PM Executive PM Course: PMT 402 • Tenure period: 3 years or as tailored by ASN(RDA).

Position	Statutory Requirement
DPM for Significant Nonmajor Programs (ACAT II) including MAISs	• 4 years acquisition experience. • DAU PM Course: PMT 352 <u>and</u> PMT 401(or predecessor course PMT 301 or PMT 302. • DAU PM Executive PM Course: PMT 402
Civilian GS-1102 (and similar military positions)	• Baccalaureate degree from an accredited educational institution. • 24 semester credit hours (or the equivalent) in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organizational management. • Exceptions to education requirements: The above education requirements do not apply to a DOD employee or member of the Armed Forces who: • Served as a contracting officer with authority to award or administer contracts in excess of the Simplified Acquisition Threshold on or before Sep 30, 2000 • Served in an 1102 positions (or comparable military position) on or before Sep 30, 2000 • Is a member of the Contingency Contracting Force.
Senior Contracting Official	• At least 4 years of contracting experience. • See GS-1102 (and military equivalent) education requirements for a degree and 24 semester hours. • Exceptions to education requirements:
Contracting Officers that Award or Administer Contracts above the Simplified Acquisition Threshold	• Complete all contracting courses required for the grade. • 2 years of experience in a contracting position. • GS-1102 education requirements for a degree and 24 semester hours. • Meet any additional requirements established, based on the dollar value and complexity of the contracts awarded or administered in the position. • Exceptions to education requirements: Same as those for Civilian GS-1102 (and similar military positions)

Appendix G AT&L Position Requirements

Position	Position Requirements	If Required, When is Waiver Generated?
All AT&L Positions	• AT&L career field certification at the level established for the AT&L position within 24 months of assignment to the position. • Any other requirements established by the ASN(RDA) for the AT&L position. • 80 hours of continuous learning points every 2 years, with a goal to gain 40 points every year.	• When it is apparent the individual will not meet requirements within 24 months. • At time of assignment.
CAP not designated as KLP	• Member of the Acquisition Corps ----------------------------- Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by ASN(RDA). -------------------------------- 3-year tenure period.	• At time of assignment. • When it is apparent the individual will not meet requirements within 24 months. • Before the individual leaves the position before the end of the 3-year tenure period for reasons other than acceptable deviations.
KLP (KLP CAP)	• Member of the Acquisition Corps. ------------------------- • Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by ASN(RDA). • Additional position requirements may apply to KLPs as determined by law or the ASN(RDA). --------------------------- • 3-year tenure period may be tailored by ASN(RDA) based on unique program requirements.	• At time of assignment. When it is apparent the individual will not meet requirements within 24 months or other period. • At time of assignment. • When the individual leaves the position before the end of the specified tenure period.

Appendix H Acquisition Corps Eligibility Criteria

EDUCATION: Degree and credit hours *must be recorded on a college transcript* from an institution of higher education that is accredited by a regional agency, which is approved by the Secretary of Education to grant accreditation. Quarter- or trimester-hours must be converted to semester hours	**One** of the following: ☐ Baccalaureate degree from an accredited educational institution, *or* ☐ On 1 October, 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector. (NOT AVAILABLE TO DON) Possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience, as determined by the CAE in accordance with criteria approved by the AT&L Workforce Senior Steering Board. (DOD standard criteria under development)
	One of the following: ☐ 24 semester credit hours from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management* ☐ 24 semester credit hours in the person's career field and 12 semester credit hours in the disciplines listed above in italics. Credit hours within the person's career field may also satisfy the requirement for part or all of the 12 credit hours "in the disciplines listed above." The same hours may be used to meet both requirements. ☐ 24 semester credit hours in the person's career field and training equivalent to 12 semester credit hours in the disciplines listed above in italics. ☐ On 1 October 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.
CERTIFICATION LEVEL	**One** of the following: ☐ DOD civilian employee or military member certified at Level II or above in an AT&L Career Field ☐ Individual from outside DOD selected for a critical acquisition position – qualified for certification at AT&L career level II or above.
POSITION AND GRADE/RANK	**One** of the following: ☐ DON Civilian applicant: Must *occupy* a designated DON AT&L position at the GS-13 grade level or above (or comparable pay band) or *be tentatively selected* for a DON Critical Acquisition Position. ☐ DON Military applicant: Must be a Marine Corps Major or Navy Lieutenant Commander *and occupy* a designated DON AT&L billet *or be tentatively selected* for a DON Critical Acquisition Position. ☐ Non-DON applicant: Must be tentatively selected for a DON Critical Acquisition Position.
EXPERIENCE	☐ 4 years of service in an AT&L position either in the DOD or in a comparable position in industry or government • Up to 12 months of time spent pursuing a program of training or education in acquisition may be substituted for an equal amount of acquisition experience. • For Unrestricted Line (URL) Officers only, up to 18 months of acquisition experience may be credited for the same amount of time in a command tours when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).
OTHER	☐ Navy URL officers must be "command screened."

Appendix I Position & Tenure Waivers

Use Form DD 2905

	WAIVER	**APPROVING AUTHORITY**
Except for: Acquisition Corps members who will meet the requirements within 6 months	Special Statutory Requirements for Flag Officer, General Officer, and SES assignments (non KLPs).	DACM
	Special Statutory Requirements for PEOs, ACAT I PMs/DPMs, and ACAT II PMs/DPMs (and comparable MAIS).	ASN(RDA) via the DACM
	Special Statutory Requirements for Senior Contracting Official (SCO) assignments	DACM
	Special Statutory Requirements for Contracting Officers (warrants above the Simplified Acquisition Threshold) Waiver is valid only for the particular warrant for which it is granted.	SCO within the employing Organization For organizations without SCOs, DACM
	Certification Allows individual to remain in AT&L position beyond 24-month grace period. Does not confer certification or waive the requirement to obtain certification. Time phased plan for certification required.	Supervisor

	WAIVER	APPROVING AUTHORITY
	Acquisition Corps Membership requirement for CAP assignment. Does not confer Acquisition Corps membership.	DACM

Appendix J KLP Leadership Positions & Other ASN(RDA) Special Interest Position Management

POSITION MANAGEMENT	PEO	DRPM	DDRPM	ACAT I PM	ACAT I DPM	ACAT II PM	SPECIAL INTEREST POSITIONS
ASN(RDA) manages process and makes selection	X	X					
Slating Panel required (Members must be Flag, General Officer, and SES)				X		X	
Military/civilian slate				X		X	
ASN(RDA) approves the selection (nomination package sent to ASN(RDA) via the DACM)				X		X	
ASN(RDA)/USD(AT&L) consultation required	X	X		X (ACAT ID only)			
Position Tenure: milestone closest to 4 yrs or as specified by ASN(RDA)		X	X	X	X		
Slating procedures determined by the Systems Commander/PEO/DRPM)			X		X		X
PEO/DRPM/Systems Commander approves the selection when selectee meets all DAWIA requirements							X
ASN(RDA) approves the selection when a waiver is required (nomination package w/waiver sent			X		X		X

POSITION MANAGEMENT	PEO	DRPM	DDRPM	ACAT I PM	ACAT I DPM	ACAT II PM	SPECIAL INTEREST POSITIONS
via the DACM)							
Position Tenure: 3 yrs	X					X	X

Appendix K ACAT I/II Program Manger/Deputy Program Manager Nomination

ACAT I AND II PROGRAM MANAGER/DEPUTY PROGRAM MANAGER NOMINATION

PROGRAM NAME

ACAT:

Billet Title And Grade:

PM

DPM

Recommended Tenure for ACAT I PM or DPM (normally through 1st major milestone closest to 4 yrs or 4 yrs if all milestones completed)

EDUCATION
Degree, Year, Major, Institution

ACQUISITION EXPERIENCE
with dates (YYYY/MM)
* (underline acquisition experience in a designated AT&L position))
Required:
ACAT I PM: 8 years Acq Experience at least 2 of which were in a Program Office or similar organization
ACAT II PM: 6 years Acq Experience)
ACAT I DPM: 6 years Acq Experience with at least 2 years in a Program Office or similar organization
ACAT II DPM: 4 years Acq Experience

ACQUISITION CORPS MEMBER
Specify which of the following applies:
1. Corps Member (Met Requirements)
2. Corps Member (was granted a waiver into the Corps (no longer authorized))
3. Not in Corps (does not meet Corps requirements)

PROGRAM MANAGEMENT COURSE AT THE DEFENSE SYSTEMS MANAGEMENT COLLEGE
The following courses, or combination of courses, meet the statutory requirement:
1. PMT 301, Program Management Course (PMC); or
2. PMT 302, Advanced Program Management Course (APMC); or
3. PMT 352, Program Management Office Course AND PMT 401, Program Manager Course

PMT 301 or PMT 302 Date completed

PMT 352 Date completed

PMT 401 Date completed

LIST ACQUISITION CERTIFICATION(S)
(Career Field/ Level) Required:
Program Management Level III (PM III)

WAIVER(S) REQUIRED PRIOR TO ASSIGNMENT
Indicate reason(s):
E – Experience
A - Acquisition Corps Member
T – Training (PMT Course(s))

			Proposed Assignment Date:	CANDIDATE FULL NAME Rank/Grade – SSN Present Position (YYYY/MM) Designator/Occupational Series	

Appendix L DAWIA Enhancing Degrees

Business and scientific fields of study enhance the capabilities of acquisition professionals. The table below identifies common fields of study and topics that are considered as DAWIA enhancing degrees. The table is not intended to be all-inclusive.

Field of Study	Includes But Not Limited To:	
Business Business Administration Business Management	Accounting Finance Economics Business Law	Marketing Communications Contracting Data Processing
Management	Industrial Management Supply Chain Management Environmental & Health Human Resource Management	Systems (Program) Management Public Administration Water Resource Management Transportation
Engineering	Civil Industrial Chemical Computer Electrical Community Planning Bioengineering Aerospace	Architectural Aeronautical Astronautically Agricultural Mechanical Geophysical Systems Design
Physical Sciences	Chemistry Physics Geology Nuclear Physics	Biology Psychology Oceanography
Computer Sciences	Management Information Systems	Data Processing
Mathematics	Statistics Quantitative Analysis	Operations Research

Appendix M Creditable CL Activities & Points

CREDITABLE ACTIVITIES	POINT CREDIT
Training Activities Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
Awareness Briefing/Training — no testing or assessment associated	½ point per hour of instruction
Continuous Learning Modules — testing or assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Educational Activities	
Quarter Hour	10 per Quarter Hour
Semester Hour	15 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Experience	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	Maximum of 40 points per year
Training With Industry	Maximum of 40 points per year
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per years
Mentor	Maximum of 5 points per year

CREDITABLE ACTIVITIES	POINT CREDIT
Rotational Assignments or Training with Industry	
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5
Professional Activities	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points